

AFI 31-101/DARBSUP1
BY ORDER OF THE COMMANDER 94TH AIRLIFT WING
AIR FORCE INSTRUCTION 31-101
DOBBINS AIR RESERVE BASE

1

6 September 2001

Security

THE AIR FORCE INSTALLATION SECURITY PROGRAM

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This supplement extends AFI 31-101, *The Air Force Installation Security Program*, 1 June 2000 and AFRC Supplement, 5 June 1996 (Holdover). This supplement applies to all personnel, civilian and military, whether assigned, attached or visiting Dobbins ARB.

SUMMARY OF REVISIONS

This revision adds guidance for Alarm Systems Test; establishes responsibilities for reporting loss of weapons or munitions; changes the cost for Security services; and clarifies the use/possession of fireworks or illegal and dangerous weapons on this installation.

1.8. Unit commanders grant authority to enter controlled areas and weapons/munitions storage facilities.

1.8.1. (Added). Ensure personnel working within a controlled/restricted area, weapons/munitions/fund storage area receive initial and follow-on training.

1.8.2. (Added). Ensure self survey is conducted in September each year using the checklist contained in Atch 1. Survey results will be forwarded to 94 SPTG/SPAI no later than the 5th working day of the following month. Use the format contained in AFI 31-101, Atch 4.

1.8.3. (Added). Unit Resource Protection Manager/Controlled Area Monitor will establish a handbook containing as a minimum.

1.8.3.1. Section 1 - Letter of appointment of the Unit Resource Protection Manager/Controlled Area Monitor.

1.8.3.2. Section 2 - Copies of initial, annual, follow-up and supplemental survey reports conducted by the host base Security/DOD Police.

1.8.3.3. Section 3 - Annual self survey reports.

1.8.3.4. Section 4 - Copy of unit publication/Operating Instructions.

1.8.3.5. Section 5 - Copy of waiver/exception or variance, AF Form 116, **Request for Deviation From Security Criteria**.

1.8.3.6. Section 6 - Letters, handouts, training materials, etc.

1.8.3.7. Section 7 - Record of Training.

1.8.4. (Added). All units including other service units located on this installation will ensure protection standards of the basic instruction and this supplement are contained in host/tenant support agreements (AFI 25-201, *Support Agreement Procedures*). It will include definite statements of specific support actions that the base will furnish to tenant units.

1.10. Manages the IRPP, IDS, ASSES & BISS Programs.

1.11.1. (Added). Members of the RPEC consist of: 94 AW/CC (Chairman), XP, JA, OLEX/JA, FM; 94 SPTG/SP/DoD Police (Recorder), 94 SPTG/CC, CE; 94 OG/CC, OGA; 94 LG/CC, LGT; 283 CBCS/CC, SP plus all other tenant units assigned to DARB at time of council meeting.

1.11.2. (Added). Forward requests for agenda items to 94 SPTG/SP/DoD Police.

2.1. All units located on DARB, will maintain a copy of the Base Installation Security Plan (ISP 31-101-95) along with the unit operating instruction and checklists.

2.2.2. Self inspections will be accomplished by all minor funds activities, using checklist provided by the RPM, between surveys conducted by DoD Police. Results will be signed by commanders and forwarded to the Chief, DoD Police.

2.2.2.1. (Added). Facilities maintaining more than \$7500.00 during non-operating hours will be considered a major funds facility and designated as a controlled area. Facilities maintaining \$7500.00 or less will be identified as a limited access area.

2.2.2.2. (Added). Staff Assistance Visits will be conducted on limited access areas, by 94 SPTG/DoD Police, biennially or as requested by the owner or user and when directed by the RPEC.

2.3. Anti-robbery test results will be maintained in the resource protection folders of owner/users and RPM.

2.3.1. (Added). Facilities with unsatisfactory results will be re-evaluated in 90 days.

2.4.1.1. (Added). All pilferable, high value squadron equipment not on the CA/CRL, will be marked with squadron designation.

2.4.2. The base Crime Stop telephone number is (770) 919-4908.

2.5. (AFRC). Authorized points of entry to this installation are identified in DARBI 31-102, *Authorized Point of Entry*.

3.3. (AFRC). The base IDS (Bldg # 833) will have a back-up power source.

3.4. Installation of IDE will be coordinated with the 94 SPTG/SPAI, 94 CE (Alarm Shop) and 94 SPTG/SC(ICT) prior to submitting work request. Any system programmed for installation, must be compatible with the base IDS equipment.

3.4.2. Facilities equipped with IDS having a timed entry delay will have no more than 30 seconds for entry or exit.

3.4.5.1. (Added). Civil Engineering and Communications will maintain an immediate response to any alarm malfunction. During non-duty hours, Civil Engineering and Communications will maintain a two hour response to IDE and communication line failures. All attempts will be made to have the IDE operational within four hours. In the event of a catastrophic failure, all attempts will be made to have the system operational within 24 hours.

***3.4.6. (Added).** If the user's agency/command has a form equivalent to the AF Form 2530, **Alarm System Test Record**, the substitute form may be used. Keep the AF Form 2530 (or equivalent) on file for 1 year.

***3.4.6.1. (Added).** The owner/user will conduct a monthly test of all alarms. Owner/users having a “hand held duress” alarm transmitter (duress button), will test this system daily at the beginning of their shift.

***3.4.8.** Letters authorizing personnel to activate/deactivate alarm systems must be signed by the commander responsible for the alarmed area. This letter must be updated when a new person is Added or an individual no longer requires access to the alarmed area.

3.4.8.1. (Added). Deletion of personnel may be requested verbally to 94 SPTG/SPAR by designated personnel pending receipt of formal written request.

3.4.9 .1. (Added). Personal Identification Numbers (PIN) are controlled and issued individually by 94 SPTG/SPAI. PIN numbers will be replaced annually or when compromised.

3.4.11. Computer logs of openings and closings will be maintained by 94 SPTG/SP/DoD Police for one year.

4.1. Establishing Controlled Areas: Before final approval, 94 SPTG/SPAI and owner/user personnel must conduct a physical survey of the proposed controlled area. Once the owner or user complies with the survey recommendations, a copy of the survey so endorsed will be sent to the Installation Commander who may so designate the area as a controlled area. The original report will be maintained by 94 SPTG/SPAI.

4.1.1. Controlled areas may be so designated even before all survey deficiencies are corrected provided compensatory measures are taken to offset the deficiencies. The 94 SPTG/SPAI will conduct a survey to ensure compensatory measures are adequate.

4.1.2. Controlled area monitors are responsible to ensure their area is surveyed annually; however, the Chief of Police maintains the responsibility to oversee proper management of all controlled areas through annual surveys and the RPEC.

4.1.2.1. Controlled Area locations are identified in DARB ISP 31-101-95, *Installation Security Plan*.

4.2. Visitors will be met outside the controlled area by an escort official. The escort official will establish identity of the individual, brief the visitor on security procedures and authorize entry into the area. Visitors are allowed to carry only those items essential to their visit. All visitors requiring entry into the flightline controlled area will first gain approval from the Base Operations Dispatch, Bldg 737 prior to entry. Base Operations Dispatch in-turn will notify the Law Enforcement Desk, 94 SPTG/DoD Police. Visitors will be under constant surveillance and control of the escort.

4.2.1. The owner or users commander must designate in writing a controlled area monitor and inform 94 SPTG/ SPAI. The monitor is responsible for monitoring and coordinating all protection requirements to support the controlled area. Commander responsible for the area grants the authority for personnel to enter a controlled area. Entry control techniques range from personal recognition, verification of DoD credentials, entry authority list, AECS, or a combination of these methods.

4.2.1.1. (Added). Training for Personnel Who Work in Controlled Areas: The Controlled Area Monitor will ensure that personnel who work in controlled areas receive initial (Phase I) training within 30 days of assignment. Follow-on training (Phase II) will be conducted on an annual basis. The Controlled Area Monitor is responsible testing for both phases of training. Controlled area monitors document the training, maintain test records and complete a controlled area training certificate. Controlled area monitors are trained and tested by 94 SPTG/SPAI. Training source material can include unit regulation or operating instructions and checklists. AF visual aids, posters, handouts, letters, crime prevention and resources protection material, etc., and must cover the following subjects:

4.2.1.1.1. Escorted/Unescorted Entry Requirements.

- 4.2.1.1.2. Lock and Key Controls.
- 4.2.1.1.3. Explanation of Threat Conditions (THREATCON).
- 4.2.1.1.4. Bomb Threats.
- 4.2.1.1.5. Anti-Robbery Procedures.
- 4.2.1.1.6. Emergency Evacuation Procedures.
- 4.2.1.1.7. Location of Restricted and Controlled Areas.
- 4.2.1.1.8. Visitor Control.
- 4.1.1.1.9. Security Incident Reporting Procedures.
- 4.1.2.1.10. End-of-Day Security Checks.
- 4.1.2.1.11. Wearing and Safeguards of Restricted/Controlled Area Badges.
- 4.1.2.1.12. Explanation and Definition of 'HELPING HAND', 'COVERED WAGON'.

NOTE: Documentation of this training will be filed in Section 7 of the Unit Resource Protection Manager/Controlled Area Monitor's handbook.

4.3.1. Unit commanders designate in writing, a key and lock custodian and personnel authorized to issue and receive keys. Refer to AFI 31-101, Attachment 5.

4.5. Controlled Area Construction Requirement: As outlined in MIL-HDBK-1013/1A, Section 5.5 (low-severity threat). Doors and Locks as outlined in MIL-HDBK-1013/1A, tables 25 - 27.

***5.1.** All personnel will immediately report the loss of any weapon or munitions to the Law Enforcement Desk, 94 SPTG/SP/SPO, ext 9-4909.

***5.1.1. (Added).** Use/Possession of Illegal and Dangerous Weapons: Illegal/dangerous weapons and firearms are defined as any item, object, device, or mechanism which as been specifically designed, made or modified in such a manner that their purpose is to inflict or otherwise cause serious bodily injuries or death. Any weapons, object, or devices which have been declared illegal by federal, state, and local laws will be considered for the purpose of this instruction are illegal weapons. Illegal weapons and/or personal firearms and ammunition will not be transported, possessed, registered, transferred, or stored on DARB. Possession of any weapons, by any person, shall be authorized by the installation commander according to current Air Force policies. Possession of illegal weapons and/or personal firearms and munitions is specifically prohibited in Guest/Transient Quarters. Illegal weapons are as follows:

5.1.1.1. Knives: Switch-blades, any knife that opens by use of gravity, or any knife with a 3 1/2 inch or longer blade (except hunting and fishing knives when used for that purpose). This also precludes Stiletto blades.

5.1.1.2. Brass or iron knuckles to be used with a closed fist.

5.1.1.3. Electrical shocking implements (cattle prods, stun guns, etc.).

***5.1.2. (Added).** Use/Possession of Fireworks. Fireworks are defined as any explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagrate, including blank cartridges, balloons requiring fire underneath to propel them, firecrackers, torpedoes, skyrockets, bottle rockets, roman candles, bombs, sparklers and other combustibles and explosive or flammable compound and tablets and other devices containing an explosive substance. The term "fireworks" shall not include explosives and munitions owned by federal or State agencies or entities for official government functions, including law

enforcement and military duties, nor shall the term “fireworks” include toy pistol paper caps in which the explosive content does not average more than .025 grains of explosive mixture per paper cap, or toy pistols, cannons, toy canes, toy guns or other devices using such paper caps, nor shall the term “fireworks” include ammunition consumed by weapons used for sporting or hunting purposes. **NOTE:** Fireworks will not be transported, possessed, registered, transferred, or stored on DARB. Possession of fireworks, by any person, shall be as authorized by the installation commander, or his designee, according to current Air Force policies.

***5.1.4.3. (Added).** Possession of privately owned weapons and/or firearms and munitions on DARB is strictly prohibited.

***5.1.4.4. (Added).** Weapons will not be in camper’s possession or stored in recreational vehicles while on this installation or when occupying FAMCAMP space. Morale, Welfare, and Recreation Division (94 SPTG/SV) ensure personnel using FAMCAMP and other base recreational facilities are informed of this requirement. Persons having weapons to store will call the Law Enforcement desk ext 9-4909 for escort and assistance to the Security/DoD Police Armory in Building 833.

5.5.1. Owner/user will develop procedures for emergency entry to firearms storage facility.

5.5.2. (Added). Arming of personnel when entering weapons facilities: Personnel will arm themselves immediately upon entering the weapons facility.

5.7. Arm munitions personnel prior to entering high and very high risk munitions storage facilities.

5.10.3.1. (Added). Park aircraft containing weapons larger than .50 caliber within the restricted area and inform the security/DoD police of the location and estimated ground time. Coordinate with 94 SPTG/SPO.

5.12. Unit instructions or operating instructions will contain specific procedural requirements. (Refer to AFI 31-101, Attachment 5 for guidance and content). A copy of authorized individuals with access to locks and keys will be maintained in Section 1 of the unit resources protection manager/controlled area monitor handbook.

5.12.1. (Added). AA&E and keys to AA&E facilities will not be stored with classified material.

5.14.1. (Added) (AFRC). Personnel will immediately report the loss of any weapon or ammunition for any reason to Chief of Police.

5.15.2. (Added) (AFRC). If seals are used to aid in firearms inventory, use numbered railroad type seals. A list of seal numbers will be maintained.

5.17.1. (Added). Firearms Movement: Very high risk items are moved under Armed Guard Surveillance (AGS).

5.17.2. (Added). High risk items (16 or more) are moved under the protection of one armed person. Constant surveillance is required for 15 or fewer firearms.

5.18. (Added). AF Forms 629, **Small Arms Hand Receipt**, AF Form 522, **USAF Ground Weapons Training Data**, or automated product Security Police Automated System (SPAS), are the primary means of verifying weapons qualification.

5.19. (Added). Control of Key: Owner user designate in writing, a key and lock custodian to monitor the custody and handling of keys and locks.

8.1.5. Areas storing \$7500.00 dollars or more during non-duty hours, will be designated as a controlled area, in accordance with this instruction.

***8.2.2.** Funds of \$25,000 or more will be escorted by an armed member of the Security/DoD Police for

on-base delivery. Off-base delivery will be by contract security.

8.4. The following applies:

8.4.1. The RPEC/ISC determines criteria for the handling and storage of government and nonappropriated funds of less than \$7,500.

8.4.2. The Installation Commander will prescribe in writing the approved limitations of funds authorized to be stored in each activity. A copy of the approval letter will be furnished to RPM.

8.4.3. Each activity that handles and/or stores funds less than \$7,500 will identify themselves in writing by the activity and agency chief, and will comply with applicable portions of Chapter 8, AFI 31-101. A copy of the letter will be furnished to 94 SPTG/SPAI.

8.4.4. Operating instructions will be prepared by each activity describing step-by-step procedures in the handling, storage and transportation of funds, to include checks, bonds and tickets. A separate operating instruction will be developed and coordinated with the RPM before implementing procedures. A copy of each office instruction will be furnished 94 SPTG/SPAI.

8.4.5. The activity chief will coordinate with 94 SPTG/SPAI to ensure all funds handlers are processed for a favorable NAC investigation to meet requirements of AFI 34-301, *Nonappropriated Fund Personnel Management and Administration*.

8.4.6. Establish funds transfer, storage and depository requirements and ensure all funds handlers receive training from Security/DoD Police.

8.4.7. Funds activities will notify the LED Desk Sergeant (ext 9-4909) anytime funds are in a "transport status", providing: name of the individual(s) transporting, departure time, route, mode of travel and destination, type vehicle, ID and license plate number, color, etc.

8.4.8. Post AF Form 439, **Robbery Checklist**, at each telephone in the cash handling area.

8.4.9. RPM will conduct annual surveys of not less than 25 percent of those facilities handling or storing funds less than \$7,500.

***8.5.** The RPM approves funds containers. Funds in the amount of \$1,000 or less, may be stored in standard insulated fire-resistant container with a minimum security lock. Funds in the amount of \$1,000 to \$24,000 must be stored in a container that meets GSA specifications or certification by Underwriter's Laboratory as a burglar-resistant safe. It must have a locking or re-locking device. Locks must meet Group I or II requirements. Secure the container to the facility if it weighs less than 500 lbs., or is not protected with an Intrusion Detection system (IDS). Funds in the amount of \$25,000 to \$99,999 will be stored in the same GSA approved containers listed above inside a funds storage room or protected with an IDS.

8.5.4. Funds will not be stored in cash registers.

8.6.1. See MIL-HDBK 1013/1A.

8.6.3. Owner or users will provide the 94 SPTG/SPAI, in writing, the name of designated key and lock custodian.

8.6.3.1. (Added). Owner or user will conduct semi-annual key and lock inventories.

9.1.1. Waivers and exceptions to AFRC requirements identified in the basic instruction, as supplemented, will be approved only by HQ AFRC/SP. AF Form 116, **Request for Deviation from Security Criteria**, will be submitted through 94 SPTG/SP/DoD Police to HQ AFRC/SP. Certain variances may be approved by the installation commander of Base Security Council. Complete AF Form 116 in accordance with Attachment 6 of basic instruction.

9.1.3. For Army Reserve/National Guard, Naval Reserve, Marine Corps Reserve, and Air National Guard units, waivers/exceptions or variances to standard protection criteria will be approved on AF Form 116, **Request for Deviation From Security Criteria**, by the unit major command or its equivalent. A copy of the approval will be furnished to RPM, 94 SPTG/SPAI.

9.2. Incidents will be reported to the host base Security/DoD Police. However, other service tenants and Air Force tenant units must also notify their servicing Military/Security Police and the appropriate major command. Time restraints for reporting are the same as in the basic instruction. Any loss or recovery of firearms or munitions will be reported to 94 SPTG/SP DoD Police immediately.

9.3.1. Provide written detailed information required by this report to 94 SPTG/SP/DoD Police.

Attachment 1

INSTALLATION/RESOURCE CHECKLIST

INSTALLATION/RESOURCE PROTECTION PROGRAM-CHECKLIST RESPONSIBILITIES (CHAPTER 1)

A1.1. Have unit commanders identified mission essential resources and are they providing physical protection IAW IRPP? (Para 1.8)

A1.2. Have unit OI's been prepared? Is a copy on file with the RPM or Controlled Area Monitor? (Para 1.8/DARB)

A1.3. Has authority to those entering controlled areas and weapons/munitions storage facilities been designated in writing by unit commander? (Para 1.8/DARB)

A1.4. Have all personnel working within a controlled/restricted area, weapons/munitions or funds storage area received initial and follow-on (phase I & II) training? (Para 1.8.1 (Added)/DARB)

A1.5. Are annual self-surveys being conducted? (Para 1.8.2 (Added)/DARB)

A1.6. Do door locks and hasps meet the requirements of MIL-P-802 or a key operated dead-bolt with at least a 1" throw? (Table 4-1)

A1.7. Does the key control to locks meet the requirements of Atch 5? Are key and lock control procedures contained in the unit guidance? (Atch 5)

A1.8. Has unit RPM established handbook? (Para 1.8.3 (Added)/DARB)

Attachment 2

PROGRAM MANAGEMENT (CHAPTER 2)

A2.1. Does units (including those with host base security support agreements) have a copy of ISP 31-101-95 - BASE INSTALLATION SECURITY PLAN, along with unit operating instructions and checklists? (Para 2.1/DARB)

A2.2. Are self inspections being accomplished by all minor funds activities between surveys conducted by DoD Police?

A2.3. Are results being signed by commanders and forwarded to the Chief, DoD Police through the RPM? (Para 2.2.2/DARB)

A2.4. Are results of anti-robbery tests being maintained in the Resource/Protection folder by owner/user? (Para 2.3 (Added)/DARB)

A2.5. Are all pilferage, high value squadron equipment not on the CA/CRL marked with unit designation? (Para 2.4.1.1 (Added)/DARB)

- A2.6. Is AF Form 1608, **Emergency Numbers Telephone Decal**, in place on all phones? (Para 2.4.5)
- A2.7. Is AF Form 440, **Bomb Threat Aid**, immediately available for use? (Para 2.4.6)
- A2.8. Are all AFRC DoD police and reserve law enforcement personnel trained in confrontation management? (Para 2.6.1)
- A2.9. Are facilities maintaining \$7,500 or more during non-duty hours designated as a controlled area? (Para 2.2.2.1 (Added)/DARB)
- A2.10. Are personnel at all levels within unit, briefed on personal responsibility to notify base DoD/Security Police of the theft or attempted theft or loss/disappearance of any government, non-appropriated or personal property? (Para 2.4)
- A2.11. AF Form 1670, **Valuable Property Record**, - Is this form being used to record serial numbers and all other pertinent descriptive data for high value property? (Para 2.4.7)

Attachment 3

EQUIPMENT AND FACILITIES (CHAPTER 3)

- A3.1. Do all facilities protected by IDE have AFVA 125-20 "*Warning*" sign posted? (Para 3.4.7)
- A3.2. Is letter of authorization for those to activate/deactivate alarm system specified by letter to DoD/Security Police. (Para 3.4.8)
- A3.3. Is there an alarm identification or duress code system used when entering alarmed facilities, safes, or vaults? (Para 3.4.10)
- A3.4. Is a log being maintained on AF Form 53, **Police Blotter**, or a computer generated report of all openings/closings of alarmed facilities? (Para 3.4.11)
- A3.5. IDE Protection Requirements - If the system includes an intelligent key pad (a pad that allows users access to the facility with a personal identification number), is the key pad located outside the alarmed facility? (Para 3.4.5)
- A3.6. Testing IDE - Are quarterly tests being conducted and documented on AF Form 2530, **Alarm Test Record**, and record of test entered on AF Form 53, **Police Blotter**, or computer generated blotter? (Para 3.4.6)

Attachment 4

CONTROLLED AREAS (CHAPTER 4)

- A4.1. Do all visitors that are authorized access to a controlled area sign in on AF Form 1109, **Visitor Register**? (Para 4.2 (Added)/DARB)
- A4.2. Is the controlled area monitor so designated in writing by the unit commander? (Para 4.2.1 (Added))
- A4.3. Has unit commander designated in writing authority for personnel to enter a controlled area. (Para 4.2.1 (Added)/DARB)
- A4.4. Is Phase I security training being conducted within 30 days of assignment for those personnel who work in controlled areas and subsequently on an annual basis? (Para 4.2.1.1 (Added)/DARB)
- A4.5. Is Phase I and II security training being documented in Section VII of unit resource protection/controlled area monitor handbook? (Para 4.2.1.1 (Added)/DARB)
- A4.6. Are controlled areas posted using AFVA Controlled Area Signs? (Para 4.3)
- A4.7. Are key and lock custodians and personnel authorized to issue and receive keys designated in

writing by unit commander and filed in section 1 of unit resource manager handbook? (Para 4.3.1 (Added)/DARB)

A4.8. Is there a backup power source for all operations control centers? (Para 4.1.2.1.2 (Added)/AFRC)

A4.9. Is backup power source designated a controlled area? (Para 4.1.2.1.2 (Added)/AFRC)

A4.10. Parking Areas. Is there an established parking area for POVs outside the controlled area? (Para 4.2.2)

Attachment 5

PROTECTION OF ARMS, AMMUNITION AND EXPLOSIVES (AA&E) (CHAPTER 5)

A5.1. Is the AF Form 629, **Small Arms Hand Receipt**, AF Form 552, **USAF Ground Weapons Training Data**, or automated produce (SPAS) used as means of verifying weapons qualification? (Para 5.18 (Added)/DARB)

A5.2. Has owner of user designated in writing, a key and lock custodian to monitor the custody and handling of keys and locks? (Para 5.19 (Added)/DARB)

A5.3. Designating AA&E Facilities - Is unit storing arms, ammunition and explosives designated as a controlled area? (Para 5.2.2)

A5.4. Entry to Firearms Storage Facilities, Containers and other Protection Requirements - Has commander designated in writing, which personnel may gain authorized unescorted access? (Para 5.5)

A5.5. Maintaining a Weapons Identification List - Is list being maintained and is it located separate from the firearms storage facility? (Para 5.14.1 (Added)/AFRC)

A5.6. AF Form 1473, **Gun and Equipment Room Inventory** - Is daily inventory (or at shift change) being accomplished? (Para 5.14.2 & para 5.15.1 (Added)/AFRC)

Attachment 6

PROTECTING AIRFIELDS AND MISSION SUPPORT AIRCRAFT FLIGHTLINES (CHAPTER 6)

A6.1. Are appropriate signs posted that state on-base flight-line photography is prohibited? (Para 7.1/AFRC)

A6.2. Are flight-line entry points kept to a minimum, especially during non-duty hours? (Para 7.1/AFRC)

Attachment 7

MISSION SUPPORT AIRCRAFT PARKING AREAS (CHAPTER 7)

A7.1. Are mission support aircraft areas equipped with lighting sufficient to illuminate persons within and approaching the area? (Para 7.1/AFRC)

A7.2. Has a clear zone been established around the parking area boundary which is free of vegetation and impediments which could conceal the approach of an intruder? (Para 7.1/AFRC)

A7.3. Do control tower personnel monitor aircraft parking areas as their duties permit? Do they report suspicious activity to the DoD/Security Police immediately? (Para 7.1/AFRC)

A7.4. Anti-Hijacking/Stolen Aircraft Procedures - Are all DoD/Security Police personnel knowledgeable of base anti-hijacking/stolen aircraft procedures, as identified in AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)*, as supplemented? (Para 7.4/AFRC)

Attachment 8

PROTECTING FUNDS AND OTHER RESOURCES (CHAPTER 8)

- A8.1. Is AF Form 439, **Robbery Checklist**, being used? (Para 8.2)
- A8.2. Have written procedures been established for safeguarding funds? Are employees complying? (Para 8.2)
- A8.3. Are funds being stored in cash registers? (Para 8.5.4 (Added)/DARB)
- A8.4. Are funds containers approved for use by the RPM? (Para 8.5 (Added)/DARB)
- A8.5. Has list of those designated key and lock custodians on file? Has copy been forwarded to RPM? (Para 8.6.3 (Added)/DARB)
- A8.6. Is owner/user conducting semi-annual key and lock inventories? (Para 8.6.3.1 (Added)/DARB)
- A8.7. Are areas storing \$7,500 or more during non-duty hours, designated as a controlled area? (Para 8.1.5 (Added)/DARB)
- A8.8. Are all funds of \$25,000 or more being escorted by an armed member of the DoD/Security Police? (Para 8.2.2 (Added)/DARB)
- A8.9. Have activities that store less than \$7,500 identified themselves in writing by activity and agency chief to the RPM? Are these agencies in compliance with Chapter 8, AFI 31-101? (Para 8.4 (Added)/DARB)

Attachment 9

PROGRAM ADMINISTRATION (CHAPTER 9)

- A9.1. Are waiver, exceptions or variances processed on AF Form 116, **Request for Deviation from Security Criteria**? Is it processed through the host Base DoD Police for review?
- A9.2. Is an approved copy of AF Form 116, on file with the RPM or the controlled Area Monitor? Is the form processed in accordance with Atch 6, AFI 31-101? (Para 9.1.3)

WILLIAM P. KANE, Brig Gen, USAFR
Installation Commander